

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, June 25, 2019 – 5:30 pm**

Vice-Chair Bird called the meeting to order at 5:36 p.m.

Roll Call: Members Present: Vice Chair Bird, Director Baskin (arrived at 5:49 p.m.), Director Chappell, Director Chudzinski, Director Delibera, Director Foster (via conference call), Director Laginess, and Supervisor McNamara. Members absent/excused: Chairman Atchinson, Secretary Brown and Director Rochowiak. Others in attendance: DDA Executive Director Ireland, Recording Secretary Lothringer and an audience of one (1).

Approval of Agenda: Laginess moved, McNamara seconded to approve the DDA Agenda dated June 25, 2019 as presented with the following changes: to remove AWP #18 from New Business Item #2 and add New Business Item #2a to consider AWP #18 as a separate item. Carried.

Minutes: McNamara moved, Laginess seconded to approve the DDA Minutes of Tuesday, May 28, 2019 as presented. Carried.

Reports: DDA Director Ireland informed the board that she and the Deputy Director had a walk through with MDOT to review the Pedestrian Bridge project. The MDOT representative was able to point out the best locations for potential placement of 2 benches and 2 trash receptacles and will forward the list of requirements in the permitting process to Deputy Lothringer. Additionally, he informed us that Davis Construction will be back out to the site to address some drainage issues that were discovered due to the excessive amount of rain we have received recently. This project will remain open on the MDOT job list until the end of the watering season in 2020.

She shared with the board the most recent construction activity at the Placemaking site. The concrete approaches have been poured, the exterior doors and windows have been installed, masonry work is nearly completed and the Township's IT department is ready to begin ordering technology equipment. Stamped concrete for the walking paths is being poured this week and all required documents have been submitted to DTE for final hook-up for the site. Lastly, she stated that all but one easement have been recorded with the Wayne County Register of Deeds and the last one will be taken care of soon.

The landscape contractors are both doing a good job with their assigned locations. Several of our trees were identified to have fungus and virus issues. The contractors will do their best to rid the trees of the issues but we may have to replace a few trees if the attempts to save them are not successful.

The subcommittee will meet on July 9, 2019 with Wade Trim to begin work on updating the DDA's Capital Improvement Plan.

Lastly, Director Ireland provided a recap of the recent MDA workshop and stated that MDA hopes to roll out their professional development education program at the next conference in November.

DDA Assistant Director Lothringer provided the board with an update of the most recent social media and email outreach efforts. She shared with the board the publicity pieces and ads that had been completed as well as those currently in the works.

She informed the board that the Splash Pad press release resulted in a phone interview with Metromode / Secondwave Media, an article in the Eagle Newspaper and a story on WDIV – Channel 4 -

6 p.m. newscast. Additionally, she and Director Ireland will be taking part in an in-person interview with Metromode / Secondwave Media on Friday of this week.

She shared with the board that all of the sculptures have been installed, the brochure is being worked on at this time and Facebook/twitter posts featuring the various pieces will begin shortly.

Deputy Director Lothringer provided a recap for the board on the Splash Pad Project. She stated that the project is moving along on schedule, the site furnishings have begun to arrive and the weekly meetings with all the key players are going smoothly.

Lastly, she reported on the meetings and trainings she has attended since the last DDA meeting.

New Business: Laginess moved, Baskin seconded to accept the Downtown Development Authority 2018 Year End Audit as prepared by Plante and Moran. Carried.

Laginess moved, Chudzinski seconded to approve AWP (Axiom Work Proposal) No. 13 (3,668.50), AWP No. 14 (3,162.50), AWP No. 15 (1,707.75), AWP No. 16 (2,454.10), AWP No. 17 (9,867.00) and authorize the transfer of funding in an amount of \$20,859.85 from fund balance to the Belleville Road Placemaking Initiative. Carried.

Because Vice-Chair Bird was officiating the meeting, she passed the gavel over to Director Baskin so she could ask to be allowed to abstain from New Business #2a. Laginess moved, Delibera seconded to allow Vice-Chair Bird to abstain from voting on New Business #2a. Carried.

Delibera moved, Chudzinski seconded to approve AWP: No. 18 (12,996.25) and authorize the transfer of funding in an amount of \$12,966.25 from fund balance to the Belleville Road Placemaking Initiative. Carried.

The gavel was returned to Vice-Chair Bird thus allowing her to resume running the meeting.

Laginess moved, Delibera seconded to approve the purchase of furnishings for the interior of the main building at 10151 Belleville Road from HLF furniture in an amount not to exceed \$50,000 to be expensed from Capital Outlay – Line Item 2470-000-970-000 and approve a transfer of \$24,000 from Capital Outlay to Operating Expenses – Line Item 247-000-740-000 for items such as It and security equipment, vacuum, broom, cleaning products, wall monitor for conference room and other necessary operating supplies. Carried.

Communications: None

Non-Agenda Items: Director Foster shared information she obtained from MSU with regard to the OMA (Open Meetings Act) guidelines on telephone and video attendance of a meeting. She will send the article link to Deputy Director Lothringer who will seek out a legal opinion from DDA legal counsel.

Adjournment: Chappell moved, Chudzinski seconded to adjourn at 6:45 p.m.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary